

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient Name]

[Local Council Name]

[Council Address]

[City, Postcode]

Dear [Recipient Name],

I am writing to you as a resident of [Your Area/Neighborhood] regarding [specific issue or topic].

[Paragraph 1: Introduce the issue and its significance to the community.]

[Paragraph 2: Provide details, including any relevant facts or personal experiences related to the issue.]

[Paragraph 3: Suggest possible solutions or actions that the council could take.]

I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Yours sincerely,

[Your Name]

[Your Contact Information]